

WHISTLEBLOWER APP

QUICKSTART GUIDE

WEBAPP DEPLOYMENT

1. On the Whistleblower App marketplace page click 'Create'.
2. Select a valid subscription.
3. Create a new resource group or select an existing empty resource group.
4. Select your preferred region.
5. Click 'Next : App Service'.
6. Hosting Plan and App Service names can be left as defaults, these are simply labels to identify the resources.
7. SKU Name and capacity determine the resources that will be allocated to the website. More information about these tiers can be [found here](#). These can be adjusted after deployment
8. Click 'Next : SQL Database'.
9. Server and Database names can also be left as defaults.

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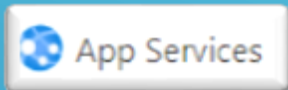
WEBAPP DEPLOYMENT

10. Edition and Requested Service Objective determine the SQL deployment configuration. These can later be adjusted via the SQL Database 'Compute + Storage' page after deployment.
11. Enter a valid SQL Admin username or accept the default.
12. Enter a valid SQL Admin password.
13. Click 'Next : Review + create'.
14. Ensure that the configuration is correct and click 'Create'.
15. Wait for the deployment configuration to complete. If any errors occur, delete the resource group entirely and try again.

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SITE CONFIGURATION



1. Once the deployment has completed successfully search for 'App Services' from the search box on the Azure toolbar and click on 'App Services'.
2. At the top of the App Service Overview page you will see the default site URL. Click the link to open the site.
3. Login using the default Administrator User ID and Password:

User ID 637289811577057824

Password 1saWX8DKr3@0T723

NB. Logging into an Admin account will automatically direct you to the Admin portal.



4. Select 'Accounts'.
5. On the accounts page click 'Change Password', set a secure password for your Administrator account and click Save.

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7. Click 'Back to Site Administration'.

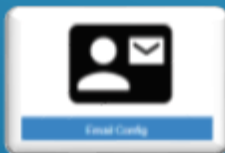


8. Select 'Categories'.

9. Click 'Create New'.

10. Enter a display name and Email address. This is the address which will receive notifications when submissions are made for the associated Category.

11. Click 'Create', review the name and email to ensure they are correct and click 'Back to Site Administration'.



12. Click 'Email Config'.

13. If you plan on using SendGrid (recommended) select the SendGrid radio button and enter your SendGrid ID.

Alternatively enter your SMTP account details (refer to your email provider to determine Server and Port information).

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14. Although not required, it is recommended that you setup a reCAPTCHA profile for your Whistleblower App to mitigate potential automated abuse of the site.

To do so:

- i. Browse to the [Google reCAPTCHA Admin Portal](#)
- ii. Login with a Google account
- iii. Enter a label
- iv. Select 'reCAPTCHA v2'
- v. Enter the domain URL you will be using for your Whistleblower App (you can also add the automatically assigned Azure URL e.g. `https://whistleblowerapp*****.azurewebsites.net` by clicking the '+' under Domains)
- vi. Submit the form and copy the Site Key

Paste this value into the reCAPTCHA Site Key field on the Whistleblower App Mailbox Configuration page.

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15. Return to the 'Site Administration' page.



16. Select 'Email Templates.'
17. Review the four default templates and adjust the message contents as required.

You will need to replace the siteURL links with your Whistleblower App domain URL.

Note that the tags in square brackets (e.g. [SubmissionID]) will be replaced with the relevant information.

You must ensure that the 'New Submission' template contains the submission ID and password tags or users will not be able to access their submissions.

18. Return to the 'Site Administration' page.

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19. Select Site Branding.
20. Click 'Select File' and select a suitable company logo image file (.png format and approx. 500px x 200px).
21. Click 'Upload' and review the logo in the page header to ensure that it is displayed as intended.
22. Return to the 'Site Administration' page.



23. Select Site Policy.
24. Here you can supply a title and URL reference for the policy which describes your companies policy and procedure for use of your Whistleblower App.

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25. If you wish to use a custom domain name you should contact your domain registrar to configure a CNAME record pointing to the URL on your Azure App Service overview section (from step 2).

The process for this will vary depending on your domain registrar. If you do not have a domain name you can use the default *.azurewebsites.net URL.

Click to add text

Your Whistleblower App site is now configured. You should perform a test submission to ensure that your sites email configuration is correct.

Thank you for choosing the Vigilant.IT Whistleblower App!